



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLAHOMA**

Vacancy Announcement FY# 20-03

Position:	Chief Deputy Clerk (Type II)
Location:	Tulsa, Oklahoma
Grade/Salary Range:	JSP 11, Step 1 – JSP 15, Step 6 \$64,009 - \$147,948 (depending on qualifications & experience)
Opening Date:	August 11, 2020
Closing Date:	September 11, 2020
Report Date:	To Be Determined

The United States Bankruptcy Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of Chief Deputy Clerk (Type II). The Court is comprised of two full-time Bankruptcy Judges and their chambers staffs, and the Court Clerk's staff of thirteen employees and four part-time shared employees. The Court is located in downtown Tulsa and has no divisional offices.

Position Overview: This is a senior-level management position reporting directly to the Clerk of Court and has regular interactions with judges, members of the bar, trustees, and the public. Under the direction of the Clerk, the Chief Deputy manages the operations and administrative activities of the Clerk's Office and assists in the performance of the statutory duties of the office. The Chief Deputy assists the Clerk in providing management and leadership of all non-judicial functions and activities of the court including case management, quality control, procurement, finance, budget, human resource management, information technology, public relations and communications, training and development, and strategic planning.

Representative Duties:

- Manage staff responsible for administrative services, operations, and information technology.
- Review and make recommendations related to the local rules and other case processing procedures, as necessary.
- Promote and maintain the integrity of official records in the custody of the court.
- Devise, implement, and perfect administrative and managerial techniques, systems, methods, programs and procedures.
- Foster an atmosphere of teamwork by valuing teammates and their suggestions and encouraging their growth and development.
- Work with the Clerk, judges, bar, and the public to improve the delivery of court services.

- Work and partner with the Administrative Office of the U.S. Courts, the Federal Judiciary Center, the Office of the Assistant U.S. Trustee, other courts, and bar associations on a variety of issues necessary to court activities.
- Serve as the COOP and Occupant Emergency Plan (OEP) coordinator for the Federal Building.
- Review and analyze organization structure, reporting relationships and functional assignments to meet current and future organizational needs.
- Interpret and implement applicable statutes, rules and guidelines, including the *Guide to Judiciary Policy*, and local internal policies and controls.
- Perform other related duties that the court may require.

Qualifications Requirements: Applicant must be a high school graduate or equivalent with a minimum of three years of general experience and three years of specialized experience.

General Experience: Progressively responsible administrative, professional, investigative, technical or other responsible work that provided an opportunity to gain: (1) general knowledge of management practices and administrative practices; (2) skill in dealing with others in person-to-person work relationships; and, (3) the ability to exercise mature judgement.

Specialized Experience: Progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Educational Substitutions: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equaling nine months of experience. Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, law, management, or related field - or completion of a Juris Doctor (JD) degree - may be substituted for two years of specialized experience.

Court Preferred Qualifications:

- Court experience, specifically working in court administration and operations within the Federal Judiciary.
- Knowledge and understanding of national and local bankruptcy rules and related procedures.
- Thorough understanding of the CM/ECF System including the CM/ECF Dictionary, Auto Judge/Trustee Assignment, and Auto Docketing Interface.
- Knowledge and experience with quality control of court docketing, preferably using a QC system such as CMAssist or another program.

Benefits: Employees are entitled to:

- Paid vacation, paid sick leave, and 10 federal holidays per year;
- Choice of partially subsidized medical insurance and group life insurance;
- Insurance programs such as long-term care, dental, and vision paid for fully by the employee;
- Pretax contributions for some medical insurance; and flexible benefit program reimbursement accounts for health care and dependent care;
- Participation in the Federal Employees Retirement System which includes the Thrift Savings Plan (401K); and
- Free parking.

For more information, please visit www.uscourts.gov.

Conditions of Employment: Applicant must be a United States Citizen or eligible to work in the United States. All Court employees are at-will employees. This is in contrast to executive branch agencies; whose employees are generally in the competitive service. Court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to adhere to a Code of Conduct, which can be reviewed at www.uscourts.gov. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to updated background investigations every five years. If the selected candidate is appointed at grade JSP 11 through 14, promotion to the next higher grade could be made without further competition. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. Some travel may be required for periodic meetings and training.

How to Apply: Qualified applicants should submit: (1) a cover letter (including a narrative statement that addresses why the applicant would be a good fit, the applicant's management style or philosophy, and if not living in Tulsa, why the applicant would want to work in Tulsa), (2) a resume, (3) a list of professional references (checked only after informing applicant), and (4) an Application for Judicial Branch Federal Employment (see the Court's website at www.oknb.uscourts.gov) by mail to:

United States Bankruptcy Court
ATTN: Human Resources
224 South Boulder Avenue, Suite 105
Tulsa, OK 74103

OR send one consolidated **PDF** document by email to hr1@oknb.uscourts.gov

Interview expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at 918-699-4841. The Court reserves the right to modify the conditions of this job announcement.

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